



# Sertoma Arts Center, Williams Park Shelter Rental Information

**For information**  
**1400 West Millbrook Road**  
**Raleigh, NC 27612**  
**919-420-2329**



# Sertoma Arts Center

## Facility Information

Room	Dimensions	Square Feet	Occupancy	Rate/Hour
Raleigh	38x50'	1900	299 standing room less with tables/chairs	\$70/hour 2 hour minimum
Cardinal Room	22x550'	1100	49 standing less with tables/chairs	\$60/hour 2 hour minimum
Crabtree Valley	22X38'	836	25	\$35/hour 2 hour minimum
Kitchen	11X19'	220		\$20/hour 2 hour minimum
Items for use	Amount	Size	Description	Location
Tables	34 if available	30x70	Plastic/wood folding	Throughout Building
Chairs	200 if available	N/A	Stackable	Throughout Building

### ADDITIONAL INFORMATION AND FEES

- Kitchen is equipped with; Stove, Refrigerator/Freezer, Microwave & Sink
- Supervision Fee: Required for rentals before/after hours \$20 per/hour per person
- Security Deposit: Required for rentals (refundable pending no issues) \$75 per rental
- Application Fee: City of Raleigh Rental Application Fee \$15 per application non-refundable starting 3/1/11
- **Shelley Park Pecan Grove and other open space available for limited rental, ideal location for wedding ceremonies. \$20 per hour**

### RULES AND REGULATIONS

- Artwork cannot be covered or removed
- No helium balloons in Raleigh room
- No open flames, sterno can be brought in and used by caterers but must be take out of the building a the end of the event

***Fees, rules and regulations are subject to change without notice please check with the facility when making reservations.***



# Williams Park Shelter



## Facility Information

Room	Dimensions	Days	Hours	Rate
Picnic Shelter	Small shelter holds 4 picnic tables	Monday—Sunday	1/2 day rentals 9a-3p or 3p-9p	M-Sun \$54 1/2 day
Sand Volleyball Court		Monday—Sunday		\$8 per hour

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